

“Success By Design” Committee Minutes

September 24, 2018

Attendance: Stephanie Polliard (chair), Sheila Beeler, Diane Chapman, Renee Cornell, Kim Dean, Christine Freeman, Michele Marion, Lili Kang

Absent: Cynthia Diefert, Mary Early, Michaelle Shadburne

Teaching conflicts: Jacquie Fernandez, Maribeth Marquard, Stacey Rannik

Working collaboratively with student affairs and faculty, the *Success by Design* committee will identify and promote strategies and support resources using principles of Universal Design for Learning and best practices for student success, persistence, and retention; plan and provide professional development opportunities for faculty and staff; plan and participate in outreach events for students during campus events; and communicate plans to the PVCC Strategic Planning Council and College President for consideration and funding. .

1. Reports Related to Developments in Dev. Ed

- *District Dev Ed Core Team & Dev Ed District Council*—Stephanie updated the group regarding the mandated changes to developmental education. Effective for January 2019, students will be placed into core classes using GPA instead of Accuplacer/Writeplacer. Each instructional council using national research data will determine the GPA. The bulk of the work for the District Developmental Education Council will center on the “Suite of Support” needed to augment instruction and provide campus-wide resources for student support. As such, the group brainstormed a list of “support” strategies that would fall under this committee’s tasks.

SOS—not our jurisdiction	SOS—perfect for this committee with collaboration with other areas/committees
ALP/corequisite offerings	LSC
Scheduling	Counseling
Academic coaches	UDL
Embedded tutoring	Student Life
Prep camps/boot camps	Share and create materials to support the above areas
	Prep camps/boot camps--maybe
	Distribute materials at campus events and strategic campus spaces

- *Guided Pathways*—Diane Chapman updated the group regarding work and upcoming forums.
- *Student affairs*—no representative has been identified, so no report.
- *LSC*—Mary Early was unable to attend, so no report.

2. Outreach for students/Needs Analysis

- Non-academic “prep camps”
- Continue to create and “stockpile” resources (bookmarks/flyers) for quick distribution at campus events/fairs—test anxiety tips, preparing for final exams, wellness, campus resources,
- Scavenger hunt stations for campus resources
- Academic “prep camps” (grammar, research, calculators, reading, critical thinking)
- Other “prep camps” (studying, notetaking, career exploration, time management)
- CCCSE and other data analysis could be used to identify what student want and need. We could also collaborate with other campus initiatives that focus on closing the social equity gap.

3. Staff & Faculty Training/Instruction:

- *Convocation*
- *Spring Learning Week session*—as a committee, we decided that this was the most immediate need.
 - Designing and recycling “stock” learning sessions based on UDL—initial ideas include brain research, reading in content areas, goal setting (offered in past years)
 - “Suite of Support” ideas from the above table
 - Fear Factor—failure as success
 - Causes for student anxiety—attendance policies, late policies, wellness, technology
 - Suite of Supports for the classroom
 - Active Learning

4. Website & Sharing

- *Repository/Canvas Portal*
- *Content—What is there and what do we need?*--Due to the length of previous discussions, we did not specifically address these areas specifically, but the vision is to videotape learning week sessions and review workshops and place these on Canvas.

5. Goals/New Business

- Possible subcommittees to handle the mass of work
- Recruitment of non-faculty, student affairs
- Next meeting will be October 29th with a “work” focus to create and design.

“Success By Design” Committee Minutes

November 26, 2018

Attendance: Stephanie Polliard (chair), Sheila Beeler, Diane Chapman, Renee Cornell, Michele Marion, Lili Kang, Christine Freeman, Kim Dean

Absent: Mary Early, Cynthia Diefert, Michaelle Shadburne

Teaching Conflicts: Jacquie Fernandez, Maribeth Marquard, Stacey Rannik

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Reports Related to Developments in Dev. Ed

- *District Dev Ed Core Team & Dev Ed District Council*—Stephanie didn’t have any new information to add. The focus of current efforts is toward developing the Suite of Support and curriculum. MSI in May will continue work on these items.
- *Guided Pathways*—Diane Chapman reminded us that there is another forum this Friday with a “Fields of Interest” focus. She also clarified that the Developmental Project Team is synonymous with the Guided Pathways Integrated Teaching and Learning team.
- *Student affairs*—We still do not have representation from any of these areas. Lili is going to reach out to Michael Guzman; Diane is going to talk with Dr. Maxwell for suggestions and recruitment.
- *LSC*—Mary Early was unable to attend, so we didn’t have a report.

Outreach for students/Needs Analysis

- *Work session based on September meeting notes*—we decided to work on creating new items next semester, and that for this semester, we will strategically place our already created materials where students will access them. Stephanie will provide packages of materials (final exam prep tips bookmark with campus resources, wellness and managing test anxiety diplomas, snacks with the positive affirmation stickers) to key people and places:
 - *Christine Freeman will handle Q and math*
 - *Kim Dean will handle Black Mountain*
 - *Diane Chapman will handle Counseling*
 - *Mary Early will handle LSC*
 - *Michele Marion will handle Honors*
 - *Lili will handle library*

✚ **Staff & Faculty Training/Instruction:**

- *Work session based on September meeting notes*—we decided that we would offer alternatives to a formal learning week session. Developmental Education and Equity Now are already offering sessions with a similar focus. We plan to ask for time (maybe 5 minutes) at convocation to explain the Success By Design mission and vision—specifically the connection to closing equity gaps through Universal Design for Learning and our own “Suite of Support” initiatives. Stephanie will talk with Eric about “inviting” people to attend some sessions spread throughout the Spring. The convocation plug will include a menu of topics, dates, and possible “guest” speakers to tap into talent we already have on-campus.

✚ **Website & Sharing**—as always, this item is in progress...

- Repository/Canvas Portal
- Content—What is there and what do we need?

✚ **Goals/New Business—set subcommittees**—we tabled the idea of dividing into these three work areas until we finish recruitment and have stronger representation across college areas. We discussed an additional need for a faculty developer, someone from Student Life, and someone from CTL

- Canvas repository
- Student resources for outreach
- Learning sessions for professional development